Sponsor - Uploading Bid Package and Completing Administrative Checklist

The following steps are to allow the sponsor to upload the Bid Package and have the Administrative Checklist filled out.

- 1. Login to www.h2loans.com
- 2. Navigate to the **Project Details** page.
- 3. Click **Contracts** tab on the top navigation panel.
- 4. Click the contract Construction Bidding Information View/Edit Bid Package

H2LOans Home Author	zed Official 🛩						
Home / Project Details							
Project Details · Application Document	Contracts •	Permits Management	Project Costs 💌	File Uploads			
Project Details	🗅 - Fralinger	Engineering, PA +		Construction >	Bidding Information >	2 Vew/Edit Bid Schedule	
Provides an Owneling about your Deplact as	C - Fralinger	C - Fraiinger Engineering, PA +		Contract Management	Add Contractors	@ View/Edit Bid Package	
Pototices an overview about your Project and as					EE Revise Contract Costs		
					(2) Manage Addenda		
Project Overview					Manage Certifications		
Project Type: Unixing Water Project Rank: 352					2 Project Certification of Performance		
Project Sponsor: Erner Borough Project Number: 1702001-001					(2) Manage Reports •		
Project name, respanse of the visuer conage rower Blocks & Lots: An Anna Anna Anna Anna Anna Anna Anna							
Letter of Intent Amount: \$755,000,00							
Loan Application Amount: \$755,000.00							

5. On the Bid Package page, in the Edit Bid Package panel, you will see the **Administrative Checklist for Examination of Bid Material**. Please fill out all relevant information and click **Save**.

Edit Bid Package									
Bid Package Upload									
▲ Click to Upload File									
Drag and Drop Files Here to Upload									
Uploaded Bid Package Files No Uploaded Files									
Note: If only one bid received has adequate justification been provided showing that bid price received is reasonable. Usually the engineer's prebid estimate can be used to show if bid cost is reasonable. Number of bids received:									
Date of Bid opening									
Administrative Checklist for Examination of Bid Material									
Item	Yes/No/NA	Comment							
1. Will contract be awarded within 60 days of bid opening? If not, have low bidders, in accordance with New Jersey Public Contracts Law - N.J.S.A. 40A: 11-24, consented to the longer period?	- Select	•							
2. Proof of advertisement. Advertisement must be made 10 days (at a minimum) in advance of bid opening.	- Select	•							
3. Submission of tabulation of all bids includion Engineer's Pre-bid estimate	C	nic.							

6. Please click Click to Upload File under the Bid Package Upload panel if you wish to upload your

document. Alternatively, you may also use the **File Uploads** tab (on the top navigation pane) to upload your documents.